

CITY OF AUBURN
REQUEST FOR PROPOSALS (RFP)
Project CP2021, Well 4 Facility Improvements
Proposals Due: February 4, 2021

The City of Auburn is soliciting Proposals from qualified consulting teams to provide professional services for well operation evaluation and recommendations, design, permitting and construction assistance for the Well 4 Facility Improvements, CP2021.

One electronic copy (PDF) of the Proposal Package shall be emailed to swickstrom@auburnwa.gov on or before 4:00 pm, Thursday, February 4, 2021 with a subject line “Proposal – Well 4 Facility Improvements, CP2021”. Questions regarding this solicitation should be directed to Seth Wickstrom, Project Engineer, at swickstrom@auburnwa.gov or (253)804-5034.

Additional information for the project is available on the City’s website, <http://www.auburnwa.gov/bids>. Additional information and response to questions may also be posted on this website between January 7 through February 1, 2021 so please continue to check this website periodically during the RFP period.

For specific instructions on information to include in the Proposal, refer to the section below entitled *Proposal Elements*. Evaluation of the Proposals and ultimate consultant selection is identified in the section entitled *Selection Process and Evaluation Criteria* below. Although the use of subconsultants is recognized as being necessary for a multidiscipline project, the City’s preference is for the lead consultant to have the majority of the work performed in-house.

The City will conduct an optional site visit on Wednesday January 20, 2021 from 9:00 a.m. to 10 a.m. at the Well 4 Facility. See attached map titled “Well 4 Site Map” for the specific meeting location. Please note that the site is located in a secured area and this will be the only opportunity to access the site during the RFP period. In response to COVID-19, the following procedures will be followed during this site visit:

1. A maximum of two employees from each firm should attend the site visit.
2. Mask are required.
3. Only one person will be allowed in the well and generator rooms at a time.
4. Each firm will be limited to 10 minutes in well room and 10 minutes in the generator room during the visit.
5. Nothing should be touched in the well or generator rooms.

PROJECT DESCRIPTION

In 2016, the City installed a new 450 kW generator for back-up power to power the 350 hp Well 4 pump. However, the new generator is not able to start the well pump automatically. The well soft starter was upgraded in 2018 to a new model that has more programming features with the hope this would improve operation of the generator. The generator still would not start automatically without adjusting the well’s soft start controls outside of the manufacturer’s recommendations. A VFD was considered but ultimately not recommended by the City’s on-call consultant at the time the soft starter was replaced. Under current and future foreseeable operations, the well will always run at 100% so there is little value in installing a VFD for operational purposes. This project will evaluate whether replacing the soft starter with a VFD would allow the existing generator to function as designed, or if the generator is undersized and

needs to be replaced. See memo posted on City's website (<http://www.auburnwa.gov/bids>) for details.

This project will also include a comprehensive investigation and evaluation of the well operation, replacing the aging control valve, gate valves and air relief system within the Well 4 building. See picture posted on City's website (<http://www.auburnwa.gov/bids>) for a preliminary list of items that the City believes need to be replaced.

Some other known project constraints include the possibility that the generator is too large to fit through the existing garage door and the well cannot be shut down for extended periods for construction during high demand summer months (May through September).

The entire project is located within a City owned parcel. Funding is provided completely with City monies. The total estimated cost of the project is \$977,000. Project design is anticipated to start in May 2021 and be complete by May 2022. The project is also anticipated to bid in July 2022 and construction to start in September 2022.

SCOPE OF WORK

The consultant agreement is anticipated to be implemented in two phases. Phase 1 will include the complete investigation, analysis, alternatives development, alternatives evaluation, and recommendation of a selected alternative that addresses the soft starter issues, which may be either a VFD or replacement of the generator. Phase 1 will also include the investigation, evaluation and recommendations associated with the well operation as described above.

Phase 2 will include the project management, permitting, preparation of contract plans, specifications, and estimates at the 30%, 60%, 90% and final review levels, and bidding/construction assistance of the improvement selected from Phase 1.

PROPOSAL ELEMENTS

Each proposal is limited to a maximum of 10 numbered pages, in portrait view, of content (excluding only the cover and any dividers) (minimum font size 10 Arial), and should address the following items relative to the project description:

1. Identify the Project Team (those who will actively working on this project), including an organizational chart and identify any sub-consultants. Discuss the proposed Project Team's expertise and experience with 3 similar project designs within the last 5 years. Please include the following information:
 - Project name and location
 - Provide the total Project Costs
 - A brief description of the project
 - Project Team Member roles in the project
 - A project reference and contact phone number
2. List and describe briefly what you think are important issues or project constraints, and identify the attributes of your firm that may set it apart, or make it particularly well-suited to address the issues.
3. Discuss how the Project Team will meet anticipated Project Schedule. Describe your teams general approach and availability of staff members.
4. Describe specific lessons learned by your firm/team regarding similar projects and what those lessons learned taught the team.
5. Your firm's process/procedures for providing quality assurance/quality control throughout the life of the project.

SELECTION PROCESS AND EVALUATION CRITERIA

A committee of City personnel will evaluate and rate the proposals on the following criteria, weighted as indicated:

1. Project Team Qualifications (20%)
2. Important Issues (30%)
3. Anticipated Project Schedule (10%)
4. Lessons Learned (20%)
5. Quality Assurance / Quality Control Plan (20%)

Following the evaluation of the Proposals, the City will interview up to 3 of the prospective consultants. Those firms selected for interview will have the opportunity to present their past experience with similar projects and overall project approach.

SELECTION SCHEDULE

The City's proposed schedule for Consultant selection, subject to change, is as follows:

Issue Request for Proposals	January 7, 2021
Optional Site Visit	January 20, 2021, 9:00 a.m. to 10:00 a.m.
Deadline for Submittal of Proposals	February 4, 2021 @ 4:00 p.m.
Preliminary Selection of Firms	February 8, 2021
Notify Firms Chosen for Interviews	February 16, 2021
Consultant Interviews	Week of February 22, 2021
Final Selection of Design Firm	March 1, 2021
Execution of Consultant Agreement	May 2021

TERMS AND CONDITIONS

The City of Auburn reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the City of Auburn to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the City of Auburn to accept or contract for any expressed or implied services. Furthermore, the City of Auburn reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty 30 days after the award of the proposal.

The City of Auburn in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by calling 253-931-3010.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award. The City of Auburn does not discriminate on the grounds of race, color, religion, national origin, sex, sexual orientation, age or handicap in consideration for a project award.

Dates of publication in the Seattle Daily Journal of Commerce, January 7, 2021 and January 14, 2021.

Dates of publication in the Seattle Times, January 7, 2021 and January 14, 2021.